

**THE SANITARY BOARD OF THE
CITY OF CHARLESTON, WEST VIRGINIA,
A MUNICIPAL UTILITY**

MECHANIC FOREMAN WASTEWATER TREATMENT PLANT

The Sanitary Board of the City of Charleston, West Virginia, a Municipal Utility (CSB), is seeking a Mechanic Foremen for its Wastewater Treatment Plant.

Primary Duties:

- Perform routine and preventative maintenance on all the plant mechanical equipment (including, but not limited to, process equipment, pumps, motors, drives, compressors, gear boxes/reducers, valves, conveyors, augers, mixers, boilers, piping systems and HVAC equipment).
- Maintain maintenance records on a computer-generated work order system.
- Maintain and update plant operation and maintenance (O&M) manuals.
- Maintain a spare part inventory.
- Supervise assigned CSB personnel.
- Perform other duties assigned by CSB management personnel.

Knowledge/Skills:

- Good mechanical aptitude.
- Demonstrated hands-on skills for the maintenance repair and replacement of mechanical equipment.
- Mechanical knowledge of wastewater treatment plant equipment, preferred, but not required.
- Ability to utilize manufacturer's O&M manuals to troubleshoot, maintain, and repair equipment.
- Ability to communicate with equipment manufacturer's staff to troubleshoot.
- Maintain and repair equipment.
- Basic understanding of electricity and electronics.
- Ability to follow a preventative maintenance schedule and maintain computer records.
- Ability to maintain an inventory of critical spare parts.

Education: Must have a high school diploma or GED; relevant college experience or trade school training a plus, but not required; and must have a valid Driver's License.

Salary and Benefits: The Sanitary Board offers an excellent compensation package including a competitive wage and access to a full range of excellent benefits including health, vision, dental and life insurance; the PERS (State) Retirement program and a generous paid-leave (annual and sick leave) program.